



Official Memoranda

GENERAL LETTER NO. 204 (Revised July 13, 1999)

SUBJECT: Dual Employment (C.G.S. 5-208a)

In order to improve customer service and reduce redundancy in state government, we are revising our policy concerning dual employment requests. Effective August 1, 1999, each individual agency should implement procedures for handling dual employment requests. Those procedures must comply with the statutory requirements for dual employment contained in Connecticut General Statute 5-208a as follows:

- The appointing authority of each agency or his/her designee must: 1)certify that the duties performed by an employee, who is compensated for rendering services to **more than one agency**, are outside the responsibility of the primary agency; 2)ensure that the hours worked at each agency are documented; 3)review the services performed to preclude duplicate payment; and 4)ensure that no conflicts of interest exist between the services.
- The appointing authority must also ensure that employees who hold multiple job assignments **within the same state agency** are not compensated for services rendered to such agency unless 1)the appointing authority of such agency or his/her designee certifies that the secondary duties performed are not in conflict with the employee's primary responsibility to the agency, 2)that the hours worked on each assignment are documented and reviewed to preclude duplicate payment, and 3)that there is no conflict of interest between the services performed.

Dual Employment Procedures:

- The secondary agency must initiate the dual employment process by completing the secondary agency portion of the dual employment form and forwarding it to the primary agency. *(Note: the secondary agency is the agency where the individual works the least amount of time. **If the dual employment situation arises out of one agency, the unit in which the secondary duties are being performed should initiate the request.**)*

The primary agency then completes its portion of the form, returns the original copy to the secondary agency and keeps a copy for their own files. *A dual employment form must be completed by the secondary agency for each renewed period of dual services.*

- **All agencies should review the Fair Labor Standards Act (FLSA) implications on salaries in dual employment situations prior to initiating the dual employment process.**

The Department of Administrative Services will provide agencies with semiannual APS reports on employees holding multiple positions. These reports should assist you in tracking most dual employment forms. However, since not all state positions are included in the APS system, we encourage you to institute measures within your own agency.

In conjunction with the Decentralization Program, annual post audits will be conducted to insure compliance with the guidelines for dual employment.

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